

# Virginia Wireless E-911 Services Board

## Project Management Monthly Activity Report

Vendor: L. Robert Kimball & Associates, Inc.  
 Region/Locality: Skyline Region  
 Period: 03/28/03 - 04/25/03

Activity Report				
Task	Hours This Period	Total Hours	% Complete	Comments
<b>Active Tasks</b>				
<b>PSAP STRATEGIC PLANNING</b>	<b>9.50</b>			
1. Reviewed and revised each PSAP's project plan on periodic basis.	6.00	215.25	59%	Revised plans to reflect current status, accomplishments, and problems. Entire region.
2. Discussed and/or met about plan(s) with LRK staff, directors/coordinators, and follow up of such. Planned, coordinated, prepared, and followed-up with PSAPs on Phase II assessments.	3.50			Reviewed PSAP plans. Tasks related to deployment but not categorized as a single task. Phase II site visit plans and follow up. Entire region.
<b>PSAP ASSESSMENTS</b>	<b>86.50</b>			
1. Visited all PSAPs for on site Phase II assessments. Finished up pending Phase I assessment issues. Evaluated CPE integration with CAD and mapping. Identified particular problems and issues.	86.50	222.75	90%	On site visit for all PSAPs in region. Completed Phase II Assessment form and prepared information for data base entry. Issues and concerns noted for appropriate follow up. Performed related assessment follow-up work for each. Entire region.
<b>FUNDING REQUEST/TRUE UP ASSISTANCE</b>	<b>1.00</b>			
1. Assisted with questions related to funding, budgets, and true up.	1.00	41.25	50%	Augusta County, Nelson County, and Rockbridge County.

<b>LEC/WSP LIAISON</b>	<b>64.75</b>			
1. Participated on TSI/Cell One conference call for PSAPs.	1.00			Status of each PSAP reviewed during call. Augusta County, Nelson County, and City of Staunton.
2. Completed CRSs for respective WSPs. Confirmed/forwarded interconnection information for respective WSPs. Completed/assisted with completion of WSP 911 questionnaires.	8.25			Provided assistance to PSAPs for WSPs various information. Augusta County, Nelson County, City of Staunton, and City of Waynesboro.
3. Coordinated Phase I cutover for Nextel Partners.	1.25			Harrisonburg-Rockingham.
4. Followed up with VZW on Phase I readiness.	1.00			City of Waynesboro.
5. Followed up on Phase I deployment status w/ Nextel Partners	2.00			Harrisonburg-Rockingham.
6. Attended meeting with LEC and PSAP to discuss MSAG and data issues. Performed appropriate liaison follow up. Assisted PSAP with billing issue with LEC.	6.75			There were some issues with previous instructions for providing tower addresses. Problem resolved. Rockbridge County.
7. Assisted PSAP with review of contracts from LEC.	2.00			Contracts are for CPE upgrade. Nelson County.
8. Resolved issue concerning third party database provider and PSAP.	9.75	312.25	48%	There was a problem due to unit information for cell towers being typed in the wrong field. Because of this data stream would not parse correctly. The error was on the part of TSC. Took several days to get issue resolved. Work related to this issue was broken out into most related task. Rockbridge County.
9. Distributed tandem rehome information to wireless carriers to prepare for rehome for PSAP.Coordinated efforts to resolve facilities issue at Verizon 911 tandems for PSAP for Sprint PCS.	4.00			Harrisonburg-Rockingham.
10. Followed-up on LEC/WSP specific issues following Phase II assessments.	8.50			Various follow up items resulting from Phase II assessments. Entire region.
11. Researched status of LEC; trunk order status; WSP coordination.	9.25			Meetings, calls, and e-mails with LEC. PSAPs individually and as entire region.
12. Researched status of WSP deployment; address PSAP specific issues with WSP.	11.00			General and overall contacts with WSPs. Time not separated out per PSAP. Entire region.
<b>INSTALLATION OVERSIGHT</b>	<b>0.00</b>	0.00	0%	
<b>CUT-OVER ASSISTANCE</b>	<b>5.50</b>			
1. Reviewed issues with PSAPs preparing to cut by FY year end. Assisted with data issues for current deployments. Identified concerns with third party data entry error. Worked with PSAP to develop cut-over time frame.	5.50	11.00	4%	Maintaining deployment schedules as closely as possible. Augusta County, Nelson County, City of Staunton, and Rockbridge County.

<b>SYSTEM IMPLEMENTATION</b>			<b>9.25</b>				
1. Reviewed status of CPE and new information pertaining to upgrade of Motorola Centralink. Teltronics is possibly going to have a solution that will allow PSAP to upgrade rather than purchase a new system.			4.00	84.00	16%	Possible solutions may have been found for upgrade of CPE. City of Waynesboro.	
2. Resolved MSAG data reporting issues between lead LEC and secondary LEC. Assisted with implementing method to report and provide information to clear up current problems and report future information.			2.00			There were some issues with previous instructions for providing tower addresses. Problem resolved. Rockbridge County.	
3. Assured PSAPs are continuing on target with deployment in regard to all equipment components of the system for Phase I and II.			3.25			Reviewed PSAP plans and inventory in regard to actual deployment. Entire region.	
<b>MAPPING/GIS ASSISTANCE</b>			<b>38.50</b>				
1. Researched mapping information for PSAPs. Determined compatibility with current components. Provided specific information about display products and maintenance products. Assisted with determining most appropriate solution for individual PSAP.			27.50	257.50	30%	Continued to assist with finding appropriate mapping display and addressing product. Considerable review and discussion done during each Phase II site visit. Entire region.	
2. Assessed CAD, CPE, and mapping interface. Provided related documentation and made recommendation.			11.00			Nelson County and Rockbridge County.	
<b>PROJECT REPORTING</b>			<b>14.50</b>				
1. Prepared report outlining pertinent information for each PSAP for month of March.			11.25	147.95	27%	Collected information and prepared monthly report for WSB. Entire region.	
2. Updated PSAP and CMRS database information.			3.25			Updated database to reflect current information. Entire region	
<b>TRAINING</b>			<b>0.00</b>	4.00	5%		
<b>ACCEPTANCE TESTING</b>			<b>7.00</b>				
1. Coordinated and assisted with Phase I cutover and testing for Nextel Partners for PSAP.			4.25	9.50	7%	Harrisonburg-Rockingham.	
2. Participated on conference call with TSI to discuss particular Phase I testing issues for PSAPs. Performed appropriate follow up.			2.75			Augusta County, Nelson County, City of Staunton, and City of Waynesboro.	
<b>TOTAL HOURS</b>			<b>236.50</b>	<b>1305.45</b>			
<b>Completed Tasks</b>							
PSAP Assessments	Region						

Issues of Importance / Accomplishments	
Phase II assessments completed for all PSAPs in the region.	
Possible solution to CPE upgrade issue for City of Waynesboro may have been found.	
Identified and resolved issue with TCS concerning data entry error that affected data stream to CAD and mapping.	